



# CITY OF ST. PAUL

OFFICE OF LICENSE, INSPECTIONS AND ENVIRONMENTAL PROTECTION  
350 ST. PETER STREET, SUITE 300  
ST. PAUL, MINNESOTA 55102-1510

## BILLBOARD PERMIT APPLICATION

PROJECT ADDRESS		Number		Street Name		St. Ave. Blvd. Etc.		N S E W		Suite/Apt		Building Name		Date			
Contractor (Include Contact Person)						Address City State, Zip+4 (Permit will be mailed to the Contractor's Address.)						Phone					
Business / Owner (Include Contact Person)						Address City State, Zip+4						Phone					
New Billboard <input type="checkbox"/>		Alter Existing Billboard <input type="checkbox"/>		Billboard Demolition <input type="checkbox"/>		Estimated Start Date		Estimated Finish Date		ESTIMATED VALUE OF PROJECT \$							
<b>Billboard (Advertising Sign) Information</b> <b>Notice: A Signed Lease Agreement, a Site Plan, and Structural Plans must accompany this permit application.</b>																	
Type of Billboard (Check applicable box.) Free Standing <input type="checkbox"/> Wall <input type="checkbox"/> Roof <input type="checkbox"/>						Billboard Total Square Footage				Billboard Dimensions Width Length Height (Above Grade)							
Fill out this section for Electrical Billboard. <b>Note: A separate Electrical Permit is REQUIRED when the Billboard is electrical!</b>										Description of Project Distance to Nearest Billboard on the same side of the street (In Feet): <div></div>							
Electrical Contractor: Phone #:																	
For Office Use Only																	
Approvals		Required		Approved		Plan Review Remarks				SUMMARY OF FEES							
Structural Review										Billboard Permit Fee		\$					
										Plan Check Fee		\$					
Other										Total Permit Fee		\$					
Zoning District																	
Non-Conforming Sign Credits		PIN				Reviewed By				Date							
Applicant certifies that all information is correct and that all pertinent state regulations and city ordinances will be complied with in performing the work for which this permit is issued.										<b>FAX IT?</b> Would you like your permit faxed to you? <b>YES or NO</b>							
Applicant's Signature										Date		If yes, enter fax #					
PAYMENT CAN BE MADE BY CREDIT CARD																	
Please complete the following information for credit card payment.																	
ENTER YOUR ACCOUNT NUMBER IN THE BOXES:												Circle the Card Type <input type="radio"/>		Master Card		Expiration Date:	
												Visa		Month		Year	
														Signature of Card Holder required for all charges.			
Please Sign & Date:																	

**If you are paying for your permit by *MasterCard* or *Visa*, you may fax your application.  
The credit card information section must be filled in and signed.  
Our FAX number is 651-266-9124  
If paying by check, please mail the application and the check to us.**

Effective 7/31/95

## **INSTRUCTIONS FOR BILLBOARD (ADVERTISING SIGN) PERMITS**

### **FEES**

**Billboard (Advertising Sign): \$100.00 Zoning Approval Fee plus 1% of the total valuation of the construction cost.**

**Demolition of Billboard: \$42.00.**

### **OTHER REQUIREMENTS**

**A site plan drawing must be submitted indicating the following information:**

- 1) All lot dimensions, including street frontage.**
- 2) Location of structure(s).**
- 3) Street and alley locations.**
- 4) Type, size, height, and location of billboard on the property. If billboard projects over public property indicate height and projection over public right of way.**

**A signed Lease Agreement and Structural Plans must accompany this permit application.**

**\*\*FOR INFORMATION ON SIGN PERMITS CONTACT THE ZONING OFFICE.\*\***

**Inspectors are in the office for inspection requests between 7:30 AM - 9:00 AM, Monday - Friday.**

**Phone number is 651-266-9003.**

**To Contact Zoning Office, call 651-266-9008**